

# **1999 SINGLE PROCESS INITIATIVE RECOGNITION PROGRAM AWARD CRITERIA**

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# **1999 SINGLE PROCESS INITIATIVE RECOGNITION PROGRAM**

## **MANAGEMENT COUNCIL AWARD CRITERIA**

Used for Categories 1 (Civil Military Integration), 2 (Supplier Mentoring), and 3 (International)

### **1. TEAMWORK.**

**15 Points**

The **Teamwork** criteria examine the organization of the Management Council concentrating on membership, group dynamics, and documentation. Areas to address are:

#### **1.1 Management Council membership.**

a. How does the Management Council ensure the continued participation of senior-level representatives from the contractor, DCMC, DCAA, and key customers? Describe the means and frequency of meetings, videoteleconferences or other means of communication between members.

#### **1.2 Group Dynamics and Documentation.**

a. What time-management and decision-making tools and methods (such as agendas, timeliness, nominal group techniques, etc.) are used to ensure productive meetings?

b. What method did the Management Council use to document and provide feedback on its progress?

c. Describe any difficulties that were encountered (size, geographically dispersed, organizational barriers, etc.) and they were accommodated or overcome.

### **2. PROCESS SELECTION**

**15 Points**

The **Process Selection** criteria examine the procedures/steps the Management Council used to identify and select processes for block change under the SPI. Areas to address are:

a. What tools and data were used to select processes having potential for significant savings/cost avoidance?

b. Explain the relative importance of the processes in terms of potential for improved cost, schedule, or technical performance.

### **3. ANALYSIS TECHNIQUES**

**10 Points**

The **Analysis Techniques** criteria examine how the Management Council determined technical feasibility, cost effectiveness, and program risk associated with the contractor's proposed process changes. Areas to address are:

- a. What tools did the Management Council use to analyze the process?
- b. How did the Management Council apply the tools to analyze the process?
- c. What conclusions were drawn from the analysis? What actions were taken?
- d. What tools did the Management Council use to facilitate the review and gain consensus on the merits and cost benefits of the change? How were they applied?

### **4. IMPLEMENTATION**

**15 Points**

The **Implementation** criteria examine Management Council involvement in implementing the approved process changes. Areas to address are:

#### **4.1. Implementation Tools.**

What tools are being used to monitor implementation of the process change?

#### **4.2. Publicity Methods.**

How did the Management Council publicize their successes and lessons learned? Describe any feedback received/changes made as result of publicity.

### **5. RESULTS/BENEFITS**

**35 Points**

The **Results/Benefits** criteria examine how block changes approved under SPI have improved cost, schedule, or technical performance.

#### **5.1. Observed Improvements**

What cost, schedule, or technical improvements have been observed as a result of implementing the block change? Describe the realized and expected overall benefits to the government and contractor.

#### **5.2. Management Council Specific Results.**

Provide concrete data illustrating the specific results/ improvements for at least two process changes (at least one for international Management Councils). Examples might include decreased contract costs/rates, improved schedule performance, adjustments to contractor management or Government oversight activities, greater yield, etc.).

# **1999 SINGLE PROCESS INITIATIVE RECOGNITION PROGRAM**

## **ACQUISITION POLLUTION PREVENTION AWARD CRITERIA**

Used for Category 4 (Acquisition Pollution Prevention)

### **1. TEAMWORK**

**15 Points**

#### **1.1 Management Council membership**

Identify the acquisition program(s) supported. List the organizations and membership of the Management Council and pollution prevention team(s) chartered or supported by the Council. Identify organizations that may be supporting or influencing the Council's pollution prevention efforts such as the Joint Group on Acquisition Pollution Prevention or the Propulsion Environmental Working Group.

#### **1.2 Group Dynamics and Documentation.**

a. Describe the extent to which the Management Council met the requirements of: DoD 5000.2-R "Mandatory Procedures for Major Defense Acquisition Programs (MDAPS) and Major Automated Procedures, paragraphs 4.3.7.4 and 5.9 and Under Secretary of Defense (Acquisition & Technology) "Acquisition Pollution Prevention Initiative," May 15, 1997.

b. Cite any documents prepared and coordinated on such as joint test protocols or joint test reports.

### **2. PROCESS SELECTION**

**15 Points**

#### **2.1 Process identification**

a. Describe steps taken to identify contractually required standardization documents, e.g. military specifications and standards, technical orders, technical manuals, and maintenance requirements that direct the use of substances regulated by Federal and State environmental laws.

b. Describe actions taken to identify possible alternatives to environmentally harmful substances.

c. Describe testing and validation performed to determine whether or not the substitutes were effective and met safety, health, reliability, and other mission-related requirements of the weapon system.

- d. Identify the acquisition programs that the alternative material did or can benefit along with actual and projected quantities of hazardous material to be eliminated in contractor and government manufacturing and depot maintenance facilities.
- e. Identify the processes impacted by the material substitution, and explain if the substitute is being adopted or is transferable to other industrial facilities.

## **2.2 Process Scope.**

Describe how material management practices have or will be changed to reduce environmental liabilities.

## **2.3 Process Importance**

Describe relevant hazardous material properties that address affected end item performance requirements, e.g., corrosion protection, cleaning agent, lubrication, anti-seizing, and connectivity.

## **3.0 ANALYSIS TECHNIQUES**

**10 Points**

### **3.1 Process Analysis**

This criterion examines how the management council determined technical feasibility, cost effectiveness, and program risk associated with the contractor's proposed process changes. Areas to address are:

- a. What tools did they use to analyze the process?
- b. How did they apply the tools to analyze the process?
- c. What conclusions were drawn from the analysis? What actions were taken?
- d. What tools did they use to facilitate the review and gain consensus on the merits and cost benefits of the change? How were they applied?

### **3.2 Process Impact**

Describe the extent to which the team considered environmental issues associated with:

- a. Weapon system design,
- b. Weapon system manufacturing,
- c. Weapon system operations,
- d. Weapon system logistics support,
- e. Weapon system disposal, and
- f. Overall weapon system life cycle costs.

#### **4. IMPLEMENTATION**

**15 Points**

a. Describe how alternatives were tested and evaluated to demonstrate their ability to satisfy buying activity performance requirements.

b. Describe plans for coordinating implementation of replacement process and material with the DoD depot maintenance community.

##### **4.1 Management/Oversight Adjustments.**

Describe how pollution prevention activities address DoD, Other Federal, State, and local agencies, organizations, and academic institutions environmental concerns.

##### **4.2 Publicity Methods.**

Describe any Management Council sponsored programs or activities in which members have participated to enhance pollution prevention awareness, e.g., sharing of corporate best-practices, outreach efforts to the acquisition community, and affiliations with civic and environmental organizations.

#### **5 RESULTS/BENEFITS**

**35 Points**

Describe the Management Council's most outstanding pollution prevention accomplishments during the preceding two fiscal years, inclusive of the award fiscal year. (For example: decrease in hazardous waste generated; decrease in hazardous waste disposal by volume and cost; reduced health and safety risk to contractor and military personnel, reduced risk to product deliveries resulting from fines, penalties and notices of violation; and costs savings, e.g., reduced procurement of materials.) Include a description of the following:

- a. Original process, including cost to operate, length, efficiency, and environmental impacts.
- b. Process changes, including cost to operate, length, efficiency, and environmental impact.
- c. Risk, cost, emissions, and hazardous material used reductions achieved.
- d. Measurable results from implementation of a contractual block change modification or a noncontractual memorandum of understanding, including cost savings/avoidance and total cost of ownership implications and benefits.

# **1999 SINGLE PROCESS INITIATIVE RECOGNITION PROGRAM**

## **CONTRACT ADMINISTRATION OFFICE AWARD CRITERIA**

Used for Category 5 –(Increasing Participation)

### **1. TEAMWORK.**

**15 Points**

The **Teamwork** criteria examine the organization of the team at the local contract administration office concentrating on involvement, group dynamics, and documentation. Areas to address are:

#### **1.1 Command-wide Involvement.**

- a. Describe how the contract administration office leadership lends its support and endorsement of SPI.
- b. Describe the resultant involvement of individuals from various teams and functions.

#### **1.2. Group Dynamics and Documentation.**

- a. Describe the planning process to increase participation of both prime contractors and suppliers.
- b. What method did the contract administration office team use to document its progress?

### **2. MARKETING**

**15 Points**

The **Marketing** criteria examine the overall SPI marketing approach of the contract administration office. Areas to address are:

- a. Describe how the contract administration office team plans to increase participation of contractors.
- b. Describe the various marketing methods utilized by the contract administration office. Provide an assessment of their relative success.
- c. What degrees of difficulty were encountered (contractor size, geographic dispersion, organizational barriers, etc.)?

- d. Describe specifically how difficulties were accommodated or overcome.

### **3. CONTRACTOR SELECTION**

**15 Points**

The **Contractor Selection** criteria examine the procedures/steps the contract administration office team used to identify and target contractors for enhanced SPI marketing. Areas to address are:

#### **3.1. Contractor Identification.**

What tools and data were used to identify contractors having potential for significant savings/cost avoidance? (e.g., Top 200 Contractor, studies, DCMC SPI database, etc.) What conclusions were drawn from the data?

#### **3.2 Contractor Targeting.**

- a. Describe techniques utilized by the contract administration office team in approaching contractors identified for specific marketing efforts.
- b. What techniques were used to approach previously participating contractors?
- c. Describe targeting approach to contractors regarding supplier participation in SPI.

### **4. IMPLEMENTATION**

**20 Points**

The **Implementation** criteria examine contract administration office team actions associated with implementing the marketing and targeting plans. Areas to address are:

#### **4.1. Implementation Tools.**

What tools are being used to monitor implementation of the marketing and targeting plans?

#### **4.2. Management Oversight**

What method did the contract administration office team use to provide feedback on its progress within the CAO? To the District? Describe any changes made to approach.

#### **4.3. Publicity Methods.**

How did the contract administration office team publicize their successes and lessons learned? Describe any feedback received/changes made as a result of publicity.

### **5. RESULTS/BENEFITS**

**35 Points**

The **Results/Benefits** criteria examine how the contract administration office has contributed to the success of their District in attaining increased participation by both prime contractors and suppliers. Areas to address are:



### **5.1. Observed Improvements**

What tools are being used by the contract administration office team to track results? Describe the realized and expected overall benefits to the government and contractor of increased SPI participation.

### **5.2. Specific Results.**

Demonstrate the results of your marketing efforts during the period July 1, 1998 through December 31, 1999. Provide concrete data on the numbers of contractors now participating since you began your marketing efforts. Provide also the extent of involvement (e.g., 25 new contractors have proposed 75 processes, 30% are implemented, and describe the results of implementation in terms of benefits).

# **1999 SINGLE PROCESS INITIATIVE RECOGNITION PROGRAM**

## **INDIVIDUAL RECOGNITION AWARD CRITERIA**

Used for Category 6 (Individual Achievement)

### **1. TEAMWORK. 30 Points**

Describe the individual's role in contributing to team success in SPI and SPI-related initiatives during the period July 1, 1998 through December 31, 1999.

### **2. IMPLEMENTATION. 30 Points**

The **Implementation** criteria examines the role of the individual implementing approved process changes or other innovative practices. Address:

- 2.1 Describe the tools and methods used to monitor implementation.
- 2.2 Describe how the individual helped publicize successes.

### **3. RESULTS/BENEFITS. 40 Points**

The **Results/Benefits** criteria examine the benefits of the individual's activities. Address:

- 3.1 Describe the significant contribution of the individual.
- 3.2 Describe realized and expected benefits to the Government and industry.